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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Air Operations Assistant, GS-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Aviation Unit
Location:	Bogota, COLOMBIA
Posting Period:	28 February – 29 March 2022
Job Opening Number:	UNVMC-NJO-2022-015. Fixed-Term for one year with the possibility of extension

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP** is **properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia. :<https://www.youtube.com/playlist?list=PL-8SCkVjg-e3073SwTDG1VQf1oLTWfUQ4>*

*The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*

### **Organizational Setting and Reporting Relationships:**

The position is located in the United Nations Verification Mission in Colombia based in Bogota. The Air Operations Assistant will report to the Chief of Unit.

### **Responsibilities**

Under the direct supervision of the Air Operations Officer, the incumbent will perform the following duties:

- Assist the Chief TCU/QA with the monitoring of air carrier's conformance and compliance with the terms and conditions of the applicable long-term charter agreement.
- Assist in the coordination of all operational and logistic activities between MAOC, FF, ATU and TCU units, whenever is required and instructed by his/her supervisor.
- Verifies that the aircrew possess valid licenses and certificates, and meet the requirements agreed in the applicable charter agreement.
- Conducts internal audits in accordance with the approved unit's internal audit programs and plan; and random checks and inspections of air operators and contractors.
- Control, coordinate and assist if required the airfields services contractors.
- To perform Airfields, Helipads and HLS periodical assessments and monitor the physical state of each landing site, assigned building, hangars and other relevant assets.
- Assist the regional officer with the supervision and coordination of ramp services at the airport, airfield and HLS; and be attentive to all information coming from the crews regarding Foreign Objects Damage (FOD) on the TARMAC.
- Coordinate with the Fuel contractor the availability of fuel for planning purposes.
- Ensure through the Fire Marshal that provision of the firefighting and rescue services and equipment they need is present at all airfield/HLS where the UN air assets are operating.
- To advise and represent his/her supervisor when required by the ground/air operations or as instructed by CAVO.
- Enforce and monitor UN rules and guidelines related to air operations, aviation safety and MOVCON.
- Assist with the drafting of Aviation Units administrative documentation as instructed by CAVO.
- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrate a gender-sensitive approach in all functions.
- Perform all other duties as assigned by the Chief Aviation Officer.

## **Core values:**

**Professionalism:** Advanced technical qualifications, including authoritative knowledge and wide exposure to the full range of fixed-wing and helicopter air operations and aviation safety issues; ability to advise senior management on approaches and techniques related to highly complex/sensitive issues; recognized expertise in the field; demonstrated capacity for intellectual leadership and ability to integrate knowledge with broader strategic, policy and operational objectives and translate it into a results-oriented work programs; ability to comprehend and reconcile the diverse features of air operations; ability to plan and develop a unified aviation system to meet the needs of the Mission; knowledge of the technical capabilities of the various aircraft. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

## **Competencies:**

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailor's language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

## **Education:**

High school degree or equivalent is required.

Technical or vocational certificate in Air transportation, Safety management, air traffic control or graduation from equivalent military establishment or military/ air traffic control training is desirable.

**Experience:**

A minimum of seven (5) years of progressively responsible experience in Air Transportation Operations.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, For the post advertised, fluency in oral and written English and Spanish is required.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based GGST test online.**

**The following candidates do not need to take or retake the GGST:**

**(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.**

**(b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.**

**If you fall within one of the foregoing categories, please indicate it in your application.**